

ABERTAY SA

JOB DESCRIPTION

Job Title	Student Graphic Designer
Salary & Contract	£9.13/hour, 7 hours/week
Location	Students Association Office, Kydd Building
Organisation	Abertay Students Association (University of Abertay Dundee Students Association (UADSA), SC036647)
Who You Report To	Finance and HR Officer
Other People You Work With	Students Association Staff / Societies / Elected Officers

JOB PURPOSE

Abertay Students Association are looking for a Student Graphic Designer to create branding and graphics for all areas of the SA, including Societies, Events, Services and Campaigns. The Student Graphic Designer shall work with the Students Association staff, societies and officers to create appropriate graphics for their needs.

Communication of information and events is important, and the Graphic Designer will be expected to work closely with other members of staff to create promotional assets across web and print.

The role is extremely dynamic and requires an ability to manage your workload, prioritising tasks and adapting to changing circumstances effectively. As a member of a small team the job often requires taking on additional responsibility to help other staff members achieve their tasks.

This position is an exciting opportunity offering a broad variety of tasks. We expect the Student Graphic Designer to work 7 hours per week within office hours. Actual working hours will be agreed to fit around your university timetable.

RESPONSIBILITIES AND TASKS

Responsibilities include;

- Developing graphical content using suitable technologies (Adobe Illustrator, InDesign, Photoshop *etc.*).
- Working closely with the Student Web Developer to create assets and design pages for the website.
- Working closely with students and staff to write or edit text content.
- Occasional digital marketing campaigns, working with staff to promote information and events.

General;

- Complying with the University Health & Safety Policy in relation to your own safety and that of any other Abertay SA employee.
- Adhering to the Disciplinary rules and Procedures of the Association.
- Adhering to all Association Policies including the Financial Policies and Procedures.
- Strict compliance with the Data Protection Act 2018.
- Attending Students Association meetings as and when required.
- Producing written and verbal reports as and when required.

NOTE: This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties as it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder may be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

PERSON SPECIFICATION

Applicants for this post **must** currently be an Abertay University Student.

Required Skills;

- Experience creating graphical assets using appropriate standards and technologies.
- Experience creating graphics with Adobe Illustrator and Photoshop.
- Ability to communicate information professionally and succinctly over digital mediums.
- Ability to work as an independent member of a small team, managing your own workload, while working closely with others to achieve goals.
- Intermediate to advanced Windows OS and MS Office application skills.
- Ability to interact with colleagues and students in a professional manner.

Beneficial Skills:

- Experience creating documents with Adobe InDesign.
- Basic knowledge of online marketing / social media promotion.
- Basic knowledge of copyright law.
- Experience of photography / videography, including associated photo / video editing.

PORTFOLIO

As part of the application, please submit a portfolio of recent and relevant work.